



## Wellness Policy Tracker Training homework

### About the Tracker

This online wellness policy tracker makes implementation and management of the school wellness policy easy. It will help school districts and local schools:

**Assess** implementation of the policy;

**Monitor** results of wellness policy activities;

**Keep track** of wellness policy goals;

**Determine** the impact of the local wellness policy; and

**Develop** action steps required for change.

**The following questions are critical to this assessment:**

- 1. What are the contents of the policy?**
- 2. To what extent is the policy being implemented?**
- 3. What resources could help facilitate implementation of all components of the policy?**
- 4. What has been the impact of the policy on student health and learning?**

The policy areas and components in the tracker are taken directly from Action for Healthy Kids' Wellness Policy Fundamentals document. By starting with the basic requirements and going beyond, Action for Healthy Kids provides a useful framework for districts seeking a comprehensive approach. While many districts will not cover all these areas, this document provides a guide to what a good policy should be.

### Instructions

Before you begin, you should have a copy of a district wellness policy (attached). Also, it may benefit you to print a copy of the Action for Healthy Kids' Wellness Policy Fundamentals document so that you can have a comprehensive understanding of the policy areas and components included in the tracker.

### Step 1- Go to the following link:

<http://www.actionforhealthykids.org/policymonitor/trackerregister.php>

### Action items

- a. Review the registration information and note the required fields.

- a. Please note that only one school per district has the ability to register, although we encourage the wellness team to work together to complete the tracker.
- b. Encourage users to get involved with Action for Healthy Kids by checking the box requesting email updates.
- b. Register yourself as a guest (check the box “not affiliated with any school”) so you can access the tracker.

## Step 2- Review the tracker

### Action items

- a. After you login, read information about the tracker as well as the instructions, then click continue.
- b. Look at the Policy Areas along the left hand column, and the Components numbered in a row across the middle of the page. NOTE: If you printed a copy of the Wellness Policy Fundamentals, now is the time that you can compare the document with the tracker.

## Step 3- Use the tracker

### Action Items

- a. To begin, click on the paper and pencil icon above each column title to enter text.
- b. Click on the question mark icon above each column title for additional information as well as examples of what may be entered in each text box.
- c. Click on the Policy language paper and pencil icon first to enter relevant language from your wellness policy that fits within the Policy Area (i.e. Nutrition Education) and Component (i.e. Classroom Teaching) in which you are working. Save changes.
- d. Based on the wellness policy language entered in the Policy language text box, click on the Score paper and pencil icon to rate the level of implementation. Save changes.
- e. Click on the Description of implementation of activity paper and pencil icon to describe how the school is taking action to meet goals set forth in the adopted wellness policy. Save changes.
- f. Click on the Result of activity paper and pencil icon to include outcomes that are achieved by the implementation activities. Save changes.
- g. Click on the Plan for improvement paper and pencil icon to list steps to take to make changes as well as the person responsible for leading the activity. It is recommended to include SMART objectives (specific, measurable, achievable, realistic, time). Save changes.
- h. Click on the Notes paper and pencil icon to write about barriers to implementation, opportunities for collaboration or more detailed information about the policy. Save changes.

NOTE: The tracker is organized based on the order of Policy Areas and Components in the Wellness Policy Fundamentals. It may be easier and less confusing to follow this order when entering your information.

- i. Once you have entered information in each column for the first Policy Area (Nutrition Education) and Component (Classroom Teaching), click the “next” button and you will be directed to the next Component within that Policy Area.

NOTE: If there is a Policy Area or Component that is not a current part of the wellness policy, move on to another section. The default score is N/A which indicates that it is not a current goal of the wellness policy.

## Step 4- Results

### Action Items

- a. Once you have finished entering information for each Policy Area and Component that is relevant to the wellness policy, click on the “Results Page” button at the bottom of the left hand column.

NOTE: You will see a score beneath each Policy Area heading to demonstrate the progress of the implementation of the wellness policy.

- b. Click on each of the resource links beneath each Policy Area heading to gain access to relevant resources.
- c. Click on the “View Full Report” link at the top of the page.

NOTE: You will see spreadsheet of the entire tool with all of the information you entered. This is a printer-friendly version and should be shared with others who are involved in implementation or decision makers.

- d. Click on “Finalize Score” to ensure each version (subsequent entries/ updates) of your report is saved separately for later comparison of achievements.
- e. Complete the survey to provide feedback to us so we can continue to provide excellent tools and resources to you!

- f. **CONGRATULATIONS – you are finished for now. Come back to update the progress of implementation soon!**